

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Monday, October 28, 2013 2:41 PM
To: Winters, Melissa
Subject: RE: OAWT Materials Management & Stewardship Team Records

Categories: Blue Category

Whatever is most convenient for you. If you want to count them for Clean up, you can put them in the bin that week. There's no need to rush for next Tuesday unless you just want them out of your area asap.

Either way, whether it's for the 5th or Nov 18-22, I'll need the signed In House Destruction forms for the 4 batches. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Winters, Melissa
Sent: Monday, October 28, 2013 2:29 PM
To: Aoyama, Joyce
Subject: RE: OAWT Materials Management & Stewardship Team Records

Hi, Joyce –

For the destroy files, we need to have them down to you by close of business, November 4th, for the shredding service on November 5th, right? Or should we put them in the shred box on our floor on clean-up day? I thought we had to go through the formal process for records that are being destroyed.

Thanks!
Melissa

From: Aoyama, Joyce
Sent: Monday, October 28, 2013 2:23 PM
To: Winters, Melissa
Subject: RE: OAWT Materials Management & Stewardship Team Records

You're welcome Melissa!

Sorry for the extended delay on that. I thought it was going to happen much sooner.

For the Destroy files, you may want to wait until Clean up week to put the files in the shred bin (for stat counts and the golden shovel award), just get them ready (no binders, big clips, plastic, etc.) for a quick dump. Mike Wells can open the lid for you so you can put them into the bins easily.

As for the boxes, once they're boxed up, let me know and I can scan them into the boxes or Karen can create the boxes and put the box number in the **Location** tab for the corresponding **Files** screen. Thanks for doing this for your unit!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
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From: Winters, Melissa
Sent: Monday, October 28, 2013 2:14 PM
To: Aoyama, Joyce
Subject: RE: OAWT Materials Management & Stewardship Team Records

Thank you, thank you for the labels! I'll get these forms signed and to you shortly. Also, Karen Hardin is helping with the labeling and boxing. We'll get the shred files to you prior to the next shred date.

I measured the linear feet – there are 9' to destroy, 3.5' to FRC, and 1' to NARA. OAWT is also planning to count the destroy amount for our next clutter day clean-up.

Thanks!
Melissa

From: Aoyama, Joyce
Sent: Friday, October 25, 2013 11:41 AM
To: Winters, Melissa
Subject: RE: OAWT Materials Management & Stewardship Team Records

Melissa,

Attached are the In-House Destruction Forms and Versatile Box Contents Lists for the Destroy files. Make any edits you need, print them out and sign (you and Kris). I collect the signed copies for the shredding service and the company and Mike Wells sign the sheet and then I give you a copy of the completed form.

I didn't end up importing the individual files, just cutting and pasting. You can still keyword search it. Please let me know if you have any questions.

You can go ahead and prep and put the folders into the shred bins. If you have linear feet for the folders you're destroying, that would be nice for the stats, especially as we prepare to move.

Thank you,

Joyce Aoyama
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From: Winters, Melissa
Sent: Thursday, October 24, 2013 2:19 PM
To: Aoyama, Joyce
Subject: RE: OAWT Materials Management & Stewardship Team Records

Hi, Joyce –

Great, thank you! It seems like the import is going really well and that we should continue with that. I've never done any of this before, though, so I don't have any frame of reference and defer to you.

Do you want start/stop dates for those to be destroyed? Here's some estimates by series number:

Series	Start	End
127	9/30/1992	9/30/1997
132	9/30/1992	9/30/1997
003(a)	11/7/1989	6/31/1994
202(c)	9/11/1987	4/22/1994

Also, Karen Hardin is helping with the Lead and Asbestos files in Prevention and Materials Management Unit and Kris Colt and Kim Farnham indicated that she could probably also help label and box these. Should we go ahead and prep and box the destruction ones by series number? And then wait for the labels from you and then box the FRC and NARA ones?

Thanks!

Melissa

From: Aoyama, Joyce

Sent: Wednesday, October 23, 2013 1:23 PM

To: Winters, Melissa

Subject: RE: OAWT Materials Management & Stewardship Team Records

Melissa,

Here's what I have imported so far. The 3 lines of description is what will appear on the label along with the other information. I was wondering if you have a "From Date" to enter (generic one?) or if not, the "To Date/Event Dates" are the most important. Please let me know if I should proceed with imports and if you would like the folders now.

If they're going to the FRC, we can create boxes in Versatile and scan them in. I'd be happy to assist so we can get it all ready for the Nov Cleanup.

Thank you,

Joyce Aoyama
Regional Records Manager
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(206) 553-2595 voice; (206) 553-0714 fax

From: Winters, Melissa

Sent: Wednesday, October 23, 2013 10:30 AM

To: Aoyama, Joyce

Subject: RE: OAWT Materials Management & Stewardship Team Records

Hi, Joyce –

Welcome back from the shutdown! I'm sure you're busy digging out and catching up. I just got the email that OAWT's next clean-up day is November 20th and my supervisor was interested in being able to count what I have on my destroy

list for my unit. Did the upload into Versatile go well enough that I'll be able to include these in the next shred day on November 5th?

If yes, I can go ahead and get started on boxing them and prepping them for shredding. I will have an intern help me with prepping them – do you have any more specific instructions for them on what needs to be removed – binder clips, cds, diskettes, ...?

Thanks!
Melissa

From: Aoyama, Joyce
Sent: Tuesday, August 27, 2013 4:45 PM
To: Winters, Melissa
Subject: RE: OAWT Materials Management & Stewardship Team Records

Hi Melissa,

I was just thinking about your project today and I mentioned it to Craig (inventory person). I put your spreadsheet into the application and then got pulled away. I think I'm almost there and should have enough columns to go on. Very neat and logical (just the way we like them). I'll check again and get back to you. Thanks for checking in!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
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(206) 553-2595 voice; (206) 553-0714 fax

From: Winters, Melissa
Sent: Tuesday, August 27, 2013 3:43 PM
To: Aoyama, Joyce
Subject: OAWT Materials Management & Stewardship Team Records

Hi, Joyce –

I'm not in a big rush on this project, but I did want to check in. Did you receive everything you need from me in order to enter these into Versatile and make the labels?

Thanks!
Melissa

From: Winters, Melissa
Sent: Tuesday, August 06, 2013 1:06 PM
To: Aoyama, Joyce; Sturman, Mary
Subject: OAWT Materials Management & Stewardship Team Records

Mary - Thanks for helping me with this project. You will be missed!

Joyce – Following up on our discussion today, attached is my Materials Management and Stewardship Team records management spreadsheet. Below is a summary of what I believe we agreed to do on each of the tabs – NARA, FRC, and destroy. Let me know if you have questions or comments or there's any changes. I'll wait to get the labels from you and then will continue on with the boxing. Thanks in advance for your assistance!

NARA

Joyce will import into Versatile and make labels.

Melissa will label, box (chronological order by file closure date), and have ready to send in January 2014 to NARA.

Joyce will help Melissa with the appropriate form in January.

FRC

Joyce will import into Versatile and make labels.

Melissa will label and box (chronological order by file closure date).

Joyce will scan them in and will send Melissa a template SF-135 form.

As soon as the above steps are completed, send to FRC.

Destroy

Joyce will import EPA # and Grantee/Contractor Name columns into Versatile.

Melissa will fill out R10 In-House Records Destruction Form and prep files for shredding (remove binder clips, etc.) on next clean-up day.

Thanks,

Melissa

Melissa Winters

Materials Management & Stewardship Team

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